

Dear (presenter):

Thank you for agreeing to participate in this year's ____ Water Festival. We are looking forward to an educational and fun-filled day!

There are a few things you should know when preparing your presentation:

1. The ____ Water Festival will be held on (date) at (location) from (time) to (time). We are asking that all presenters be set up and ready to go no later than (time). We do/do not have access to the (location) the night before; please let us know if you would like to set up at that time.
2. Presentations will be (time) long with a (time) minute break in between. They will run throughout the day in assigned locations.
3. We will provide lunch and water for presenters. We cannot, however, reimburse participants for travel or expenses. We truly appreciate your willingness to donate your time and energy to this worthwhile event.
4. The ____ Water Festival targets 5th graders. They are most attentive when they have an opportunity to be involved actively with the subject. In general, they do not enjoy lectures, slide shows or videos, unless there is an opportunity to become part of the action. Try to make your presentation as hands-on as possible. If you have any questions about how to adapt your presentation for a Water Festival activity, please give us a call.
5. Please confirm your ability to present at this event no later than (date). At this time, please let us know if you have any special needs (access to power or water, audiovisual equipment, etc.)

Once our schedule is complete and we have our teacher confirmations in hand, we will contact you again with last minute details. Thank you again for agreeing to participate. We look forward to seeing you on (date).

Sincerely,